



**CITY UNIVERSITY OF HONG KONG**

**The Fourth Standing Committee of Convocation (2014-2015)**

**Minutes of the 7<sup>th</sup> Meeting Held on 20 November 2014**

<b>Present:</b>	Chairman	Mr Clovis LAU
	Vice-Chairmen	Mr Cedric CHENG ( <i>via tele-conferencing</i> ) Mr William KHOO Mr Robert LUI
	Members	Miss Karmen CHAN ( <i>Immediate Past Chairman</i> ) Mr Gabriel HO Mr Aaron HUI Miss Vera KONG Miss Flora LEUNG ( <i>via tele-conferencing</i> ) Mr Billy LI
	Convocation Secretary	Mr Xavier WONG
<b>Absent with Apologies:</b>	Vice-Chairman	Mr Joseph TSOI
	Members	Mr James KONG Mr Bruce LEE Ms Connie POON Mr Douglas WONG Miss Ywing YEUNG
<b>In Attendance:</b>	Alumni Relations Officer, ARO	Ms Pennie LAI

		<b>Action Parties</b>	<b>Action Status</b>
<b>CONFIRMATION OF LAST MINUTES</b>			
M1	The Secretariat <b>RECAPPED</b> the action items as recorded in the minutes to facilitate follow-up/report by respective parties.	Secretariat	Completed
M2	Minutes of the 6 <sup>th</sup> SC meeting was <b>CONFIRMED</b> .	Secretariat	Completed
<b>ITEMS FOR DISCUSSION/DECISION</b>			
<b>1.</b>	<b><u>Convocation Annual General Meeting (AGM)</u></b>		
M3	The Secretariat <b>HIGHLIGHTED</b> the timeframe of AGM, including the schedules of proposing agenda items and issuing agenda and papers.	Secretariat	Completed
M4	<b>UPDATED</b> that the Notice of AGM was emailed to Convocation members and published on Ming Pao and SCMP on 14 November. Promotion was also launched on Convocation's e-platforms on the same day.	Secretariat	Completed
M5	<b>INVITED</b> SC to inform the Secretariat by the end of November in case they could not attend the AGM.	All	Take note
M6	A sharing session with alumni leaders, to be co-hosted by the Convocation and Alumni Relations Office (ARO), would be held after the AGM in the same evening.	All	Take note
M7	(Confidential information)		
<b>2.</b>	<b><u>Community College of City University (CCCU) Partnership</u></b>		
M8- M11	(Confidential information)		
<b>3.</b>	<b><u>Constitutional review</u></b> <b><u>(SCIV/M6:M12)</u></b>		
M12	Mr Cedric Cheng <b>PROPOSED</b> to remove in the Rules of Meeting the requirement of newspaper advertisement for Annual or Special General Meeting (SGM). The suggestion was based on three rationales – (1) the arrangement of publishing notice on newspaper was not a compulsory legal requirement, (2) to support environmental protection, and (3) to save advertising cost of around HK\$22,000 per annum.	Cedric CHENG	Completed

M13	The Secretariat <b>NOTED</b> SC the current practice of three other local universities with Convocation about issuing notice of AGM/SGM: (1) HKU – advertisement on an English and a Chinese language newspaper, (2) CUHK – advertisement on at least one local newspaper, and (3) HKUST – post on webpage.	All	Take note
M14	SC <b>EXPLORED</b> other alternatives such as placing an advertisement in smaller size, or publishing the notice in one newspaper with lower cost instead of two.		
M15	The Secretariat <b>RECAPPED</b> that notice of AGM has been posted on Convocation’s homepage, Facebook and e-newsletter of ARO, in addition to sending emails.	All	Take note
M16	SC unanimously <b>AGREED</b> to put forth Mr Cedric CHENG’s suggestion as an agenda item for discussion at the upcoming AGM.	Secretariat	In progress
<b>4.</b>	<b><u>Workshop/Career Navigator</u></b> <b><u>(SCIV/M6:M40-41)</u></b>		
M17	The Chairman <b>UPDATED</b> SC that he would lead the project for Mr Douglas WONG.	All	Take note
M18- M19	(Confidential information)		
M20	Members of the Sub-committee of Alumni Knowledge and Exchange would follow up on the project.	Vera KONG, Ywing YEUNG	In progress
M21	The Chairman <b>WELCOMED</b> SC to suggest other speakers to join the forum, if appropriate.	All	In progress
M22	Miss Karmen CHAN <b>NOTED</b> SC that Convocation might consider speaker(s) from the media industry for upcoming workshop/forum, as she recalled that some alumni have once expressed keen interest in this area.	All	Take note
<b>5.</b>	<b><u>Homepage revamp and web-page development</u></b> <b><u>(SCIV/M6:M13-M21)</u></b>		
M23	The Secretariat <b>SHARED</b> the latest layouts of the revamped website on behalf of Mr James KONG for SC’s final review.	Secretariat	Completed
M24	The Chairman <b>REMINDED</b> that the interactive features such as “share photo” function and “Class Notes” under “Alumni Corner” as suggested by SC in previous meetings should be incorporated into the revamped website.	James KONG	In progress

M25 Final endorsement by SC to be arranged via email circulation. James KONG, Secretariat In progress

M26 (Confidential information)

6. **Convocation's finance guidelines**

M27- (Confidential information)  
M35

**MATTERS ARISING FROM LAST MEETING**

7. **CityU Homecoming Gala 2014**  
(SCIV/M/6:M32-M39)

M36 Mr Gabriel HO **UPDATED** that fun-filled workshops on decoupage would be held at the Convocation Office from 3:00pm to 4:00pm and 4:30pm to 5:30pm.

M37 **NOTED** SC that the common area outside Convocation Office would concurrently be used for the 2<sup>nd</sup> session to accommodate more participants.

M38 Enrollment for all sessions was full via online pre-registration.

M39 The Secretariat **SHARED** with SC the layouts of the photo-taking booth and e-frames. A fascia with a booth name - eSnapshots@CityU (光影留『城』) would be arranged.

M40 Display panels would be arranged at the booth to promote Convocation. Secretariat In progress

M41 Mr Gabriel **INVITED** SC to support the Homecoming Gala and fill the duty roster plan. Gabriel HO Completed

**ANY OTHER BUSINESS**

8. **Meeting for Teaching Excellence Awards (TEA) 2014/15**

M42 The Chairman **THANKED** Mr William KHOO for representing him to attend the 2<sup>nd</sup> TEA Panel Meeting scheduled for 3 December. William KHOO In progress

M43 **NOTED** Secretariat's remarks about the continuity of Convocation's representative for upcoming meetings.

**DATE OF NEXT MEETING**

M44 1 – 9 January 2015 (tbc)

~ END ~

**Prepared by the Secretariat**